

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-61**

**SUBJECT:  
Economic/Commercial/Consular Assistant,  
FSN-7 (Basrah)**

**DATE:  
4-11-11**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Economic/Commercial/Consular Assistant, FSN-7; FP-7\*

**OPENING DATE:** April 11, 2011

**CLOSING DATE:** April 25, 2011

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)  
(Position Grade: FSN-7)

\*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)  
(Position Grade: FP-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

U.S. Consulate in Basrah is seeking individuals to fill the position of  
**Economic/Commercial/Consular Assistant** in the **Basrah Economic/Commercial Section**.

## **BASIC FUNCTION OF THE POSITION**

The Economic/Commercial/Consular Assistant monitors economic developments in the media and through local contacts. Assists with reporting for submission to Embassy Baghdad and the Department based on these efforts. With guidance from the Econ/Consular Officer, incumbent will provide support for American Citizens Services. S/he will perform a wide range of clerical and office management functions dealing with sensitive American citizen files and data.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Two years of college studies with a focus on economics or business is required.
2. Two years experience in the private sector or a government office involving the application of economic, financial, and/or commercial concepts, including the analysis and reporting of related data is required.
3. Level III (Good working knowledge)-Reading/Speaking/Writing English and Level IV-(Fluent) Reading/Speaking/Writing in Arabic required. **(English Language will be tested)**
4. Must have complete knowledge of Microsoft programs such as Word, Excel, Powerpoint, translation software, and must be familiar with email, internet, spreadsheet and other common applications.
5. Ability to deal effectively with the public and to demonstrate patience, tact and understanding with customers especially in times of crisis.
6. Clear judgment, quick decision making and the ability to effectively handle complex regulations and procedures to anticipate legal problems and technicalities.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov).

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

**E-mails received without the appropriate subject line will not be considered.**  
**Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: -11-61- Economic/Commercial/Consular Assistant, (Basrah).**

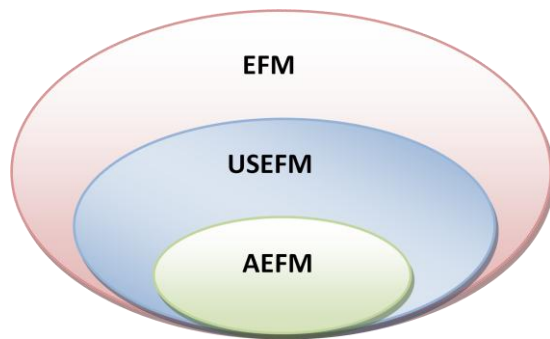
**CLOSING DATE FOR THIS POSITION: APRIL 25, 2011**

**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

Approved: HRO/SC  
Cleared : ECON/COM/SS  
Drafted : HRA/MM

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire

Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# Vacancy Announcement

U.S. Embassy, Iraq



<b>Announcement Number: 11-61</b>	<b>SUBJECT: Economic/Commercial/Consular Assistant, FSN-7 (Basrah)</b>	<b>Opening Date: 4-11-11  Closing Date: 4-25-11</b>
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25% of time

Reads press and periodicals for items of interest to officers concerned and provides information gathering, research, reporting and related services of moderate scope and difficulty in the field of economic/commercial reporting.

25% of time

Obtains economic information, data, and statistical compilation on topics including but not limited to microeconomic reform (i.e., privatization, development of the banking sector), commercial environment (i.e., intellectual property) and other economic analysis.

10% of time

Schedules meetings for officers and visiting delegations and has frequent contacts with working-level officials.

10% of time

Responds to inquiries relating to the employee's field of competence. May undertake field travel to observe conditions first hand, usually in the company of a U.S. officer.

10% of time

Provides background information for visiting officials and may accompany them on official calls and serve as an interpreter.

10% of time

Assists American Citizens in times of crisis (death, medical crisis, imprisonment, welfare/whereabouts cases, etc.) in accordance with U.S. law. Communicates sensitively and effectively with family members, relevant parties, and local establishments and authorities involved. Maintains the privacy of American Citizens in accordance with Privacy Act of 1974.

10% of time

Serves as back-up for Economic Assistant and Commercial Assistant as needed. Performs other related duties as directed, in support of the overall Mission.